

## REQUEST FOR PROPOSALS (RFP)

RFP #10-06-PJ

Issue Date:	February 8, 2010
Title:	Data Acquisition System for Air Quality Monitoring
Commodity Code:	92000
Issuing Agency:	Commonwealth of Virginia Department of Environmental Quality Attn: Patsy Jones, Contract Officer P. O. Box 1105 Richmond, VA 23218
Using Agency And/Or Location Where Work Will Be Performed:	Department of Environmental Quality Office of Air Quality Monitoring 4949-C Cox Road Glen Allen, VA 23060/ 24 Monitoring Sites Statewide

**Initial Period Of Contract:** From Date of Award For Up To 24 Months, but no later than May 31, 2012 (Renewable).

Sealed Proposals Will Be Received Until 2:00 p.m. on March 24, 2010, For Furnishing The Goods/Services Described Herein.

All Inquiries for Information Should Be Directed to: Patsy Jones, Contract Officer, Phone: (804) 698-4335 or E-mail: [Patricia.Jones@deq.virginia.gov](mailto:Patricia.Jones@deq.virginia.gov).

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. IF PROPOSALS ARE DELIVERED BY COURIER, DELIVER TO: Department of Environmental Quality, Attn: Patsy Jones, Contract Officer, 629 East Main Street, Richmond, VA, 23219. PROPOSALS MAY ALSO BE HAND DELIVERED TO: 1<sup>st</sup> Floor Receptionist at the street address shown above for courier delivery.

In Compliance With This Request For Proposals And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation.

Name And Address Of Firm:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Zip Code: \_\_\_\_\_

eVA Vendor ID or DUNS Number: \_\_\_\_\_

Fax Number: (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_  
By: \_\_\_\_\_  
(Signature In Ink)  
Name: \_\_\_\_\_  
(Please Print)  
Title: \_\_\_\_\_  
Telephone Number: ( ) \_\_\_\_\_

**PREPROPOSAL CONFERENCE:** A mandatory preproposal conference will be held at 10:00 a.m. on March 3, 2010, at the Department of Environmental Quality, 2<sup>nd</sup> Floor Conference Room, 629 East Main Street, Richmond, VA, 23219. (Reference: Section VII herein.) **NO ONE WILL BE ADMITTED AFTER 10:10 A.M.** At the conclusion of the administrative portion of the conference, attendees will have an opportunity to visit the Math and Science Innovations Center monitoring site. Participation in the site visit is not mandatory, but is strongly encouraged.

**Note:** This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

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I. **PURPOSE:** The purpose of this Request for Proposals (RFP) is to solicit sealed proposals to establish a contract through competitive negotiation for the purchase of an upgraded and improved Data Acquisition System (DAS) for the air quality monitoring network operated by the Virginia Department of Environmental Quality (DEQ).

II. **BACKGROUND:** DEQ operates the air quality monitoring network required by the Clean Air Act within the Commonwealth of Virginia. This network gathers information on various air pollutants using air quality monitoring instrumentation and transmits the information to a central data polling computer. The central computer stores the information and transmits it to various external servers and users. The central computer also provides reports so that the information gathered from the remote air monitoring stations can be evaluated, quality assured and uploaded to the Environmental Protection Agency (EPA) national data base.

The communication system employed by the existing air monitoring network has been in place since the early 1980s. Recent improvements in available technology and the increasing difficulty in keeping the existing system operating at the level of efficiency needed to support EPA requirements has led DEQ to seek proposals for alternatives to the existing system.

III. **STATEMENT OF NEEDS:** DEQ is seeking proposals for upgrading and improving the existing state-wide ambient air monitoring network Data Acquisition System. Implementation of the system is expected to be completed within the first 24 months of the contract period.

**Minimum Requirements:**

The contractor shall provide and install a self-contained processing environment, including all hardware and software required to facilitate data gathering from 24 remote monitoring stations, data capture and storage at each site, data evaluation and transmission from the remote sites to a centralized data polling computer, data storage and quality assurance evaluation at the central polling computer, and transmission of captured data via ftp. The centralized data polling environment can be physically hosted at a DEQ facility or at an Application Service Provider (ASP) facility. All support and maintenance for the system must be provided by the contractor whether it is physically located at DEQ or hosted at an ASP facility. The proposed solution shall include the following:

**Technical Requirements:**

A. **System Architecture**

1. Provide a diagram detailing the architecture of the system including components of the system, what functions they provide and where they reside.
2. Describe your platform's requirements and constraints (i.e., list any system prerequisites for your proposed system, including products not provided with the hardware/software you are proposing, but required to utilize the system).
3. Describe the networking, hardware, software, and operating systems your product requires and/or supports.

4. Describe the nature of communications between servers, tiers, and monitoring stations (i.e., transport protocol, communications protocol, open ports required in a firewall, supported traffic levels, and number of users).
5. Describe the architectural scalability.
6. Describe any fail over and redundancy features engineered into the system.
7. Provide a description of end-user personal computer requirements. Include supported operating systems, additional software required on client workstations, and browser requirements including any browser plug-ins, if applicable.
8. Sufficient interfaces and expandability must be provided to accommodate anticipated future initiatives such as remote automated calibration and performance checks of ambient air monitoring equipment and expanded monitoring capabilities at the remote sites. The offeror does not have to include the cost of future hardware, such as automated solenoids, etc., but rather should include in the design specifications how the proposed system will support the future installation of automated calibration equipment. In addition, the proposal for future expansion should include a methodology for evaluation of new federal monitoring standards that may be finalized during the life of the contract.
9. A system design that will allow for future expansion of the system to include an external facing, web-based, information and reporting system that supports at a minimum air quality notifications and air quality forecasting. The offeror does not have to include the cost for implementation of this feature, but rather should include in the design specifications how the proposed system will support this feature.

B. Centralized Data Polling System

1. Provide the ability to automatically and manually poll up to 50 monitoring stations. The polling cycle shall not be interrupted or degraded when the system is performing other tasks such as averaging or report generation.
2. The system shall automatically check for data transmission errors. Failures shall be logged and system operators shall automatically be notified. Failures that require notification include telecommunications failures, data acquisition system failures, instrument failures, and calibration limit failures.
3. Support multiple communications platforms to include wireless/cellular, DSL, or analog phone.
4. Provide the ability to collect data from various types of data loggers, including Environmental Systems Corporation ESC 8816 and ESC 8832.
5. Provide the ability to communicate with station data loggers in order to conduct remote monitor diagnosis and their precision/zero/span quality control checks.

6. Provide the ability to configure station data loggers remotely.
7. Automatically submit data via ftp to multiple recipients, including the AIRNOW website, in the appropriate format.
8. Provide the ability to generate and display electronic charts using a variety of averaging times, down to 10-second average data. Electronic chart data must be retained for a period of five years.
9. Provide the ability for time synchronization of the remote station and the central data polling system.

C. Remote Monitoring Stations

1. The contractor shall have overall responsibility for the purchase and installation of all proposed data acquisition hardware and software. The offeror shall provide a cost breakdown for installation of proposed data acquisition hardware and software required at the monitoring sites. Offerors shall provide pricing for the installation of all 24 monitoring sites and a price for installation at one site with DEQ personnel performing the installation at the remaining sites. If the installation can be performed by DEQ personnel, the contractor must provide procedural support for its installation.
2. Describe any fail over and redundancy engineered into the system.
3. Provide necessary hardware and/or software to be able to store and transmit all analog and digital data collected at the remote monitoring stations.
4. The proposed solution must be capable of handling a minimum of 8 serial connections, 16 analog connections, and 8 ethernet connections at each monitoring station. Analog inputs must cover ranges of +/- 100 mV, +/- 1 V, +/- 5 V, +/- 10 V full scale.
5. Describe the type of interface connection hardware your solution includes, and describe the complete range of analog inputs supported.
6. The equipment should be able to generate and display electronic data and charts with variable settings up to 1-second resolution at the remote monitoring station.
7. Describe how your system accommodates expanded monitoring requirements at remote sites. Monitoring requirement changes shall include changes in averaging times, adding monitors at sites, and temporary special studies that may be performed at the various monitoring sites.
8. The proposed solution must also be able to accommodate a minimum of 2 Internet Protocol (IP) cameras at each site. The offeror should provide a cost for IP cameras, mounting hardware, cabling, and installation of these devices (as an option for DEQ).

9. The proposed solution must also be able to accommodate the connection of a digital thermometer at each site. The offeror should provide a cost for digital thermometers (as an option for DEQ) in order to monitor internal shelter temperature.
10. Raw and adjusted data collected at the monitoring site must be stored at the remote site for a minimum of 31 days.
11. Methods and best practices must be defined and documented for routine data maintenance, backup and recovery, and purging and archiving of this data.
12. The proposed solution shall be able to accept either manually or automatically entered zero, span and precision (ZSP) quality control points and instrument diagnostic information.
13. The proposed solution shall provide electronic site log capability. The operator should be able to log in electronically and leave free format notes on detailed activity performed at the station. These notes should also be accessible and stored at the central polling computer.
14. The proposed solution should be able to accept free format operator comments from personnel at the remote stations and allow free format comments from air monitoring central personnel that are accessible by the station operators.

D. Software Requirements

1. The contractor must supply all software needed to facilitate data capture and storage at each site; data evaluation and transmission from the remote sites to the central data polling computer; data storage and quality assurance evaluation at the central polling computer; and transmission of captured data to internal agency applications and external web servers. See Attachment C, Map of Monitoring Sites, for locations of remote sites.
2. Any third party software not to be directly provided by the vendor, such as office software, communications software, web design software, etc., shall also be specified.
3. The offeror shall specifically describe how the system will handle unsuccessful data transmission. For example, with the current data transmission system over leased lines, when a routine poll is unsuccessful for any reason, the system will automatically retry up to a user specified number of times. If polling is still unsuccessful after the retries are exhausted, then the system will log the date and times of data missed and automatically request that data via a "catch up" poll or other mechanism. Thus, if a connection with a remote monitoring station were to become inoperable for several hours, the system would automatically retrieve the data missed during that outage via the secondary polling system, or if that system is down as well, via the primary system once the service was restored.

4. The proposed solution shall be able to retrieve ZSP data from all the remote sites. The proposed solution should also be able to accept performance audit information and free format operator comments related to audits.
5. The ability to export data is required. At a minimum, the system must be able to export data to all Air Quality System (AQS) formats including delimited text and XML. Examples of data to be exported include precision transactions, raw data transactions, and accuracy transactions. Importing delimited text, XML, and Excel data is desirable. Describe your capabilities.
6. All data tables, charts, and reports should be easily exportable to MS Word, Excel, and Adobe. Describe your capabilities.
7. The software must have the ability to automatically poll the monitoring stations at intervals that can be configured by the user. The software must also provide the ability to poll the monitoring stations manually.
8. Describe any customizations required for your product. Include how these customizations will impact support and DEQ's ability to upgrade to new software releases.
9. The contractor, in conjunction with DEQ, shall develop a test plan that will ensure that the system meets all specifications described herein.
10. Describe the programming language(s)/tool sets used to develop your application.
11. Software must be able to automatically perform routine validation functions such as flagging data for user-defined high-low levels, rate-of-change, repetitive values, and over-range values. Describe automatic data validation features built into your product, including methods for notifying personnel in the event of alarm conditions at a site.

E. Database

1. Describe the database platform including version number that is being proposed.
2. Describe the proposed hardware platform requirement for the database server.
3. Provide an entity relationship diagram (ERD) in an electronic format which can be viewed in Microsoft Word, Visio, or in pdf format.
4. Provide a data dictionary for the database.
5. Methods and best practices must be defined and documented for routine data maintenance, backup and recovery, and purging and archiving of data.

F. User Defined Queries & Reporting Capabilities

DEQ expects the proposed system to include user-definable queries that are easy to use and available throughout the system. Extensive computer knowledge should not be required to run existing queries or create new queries.

1. Describe the standard reporting capabilities included in the system.
2. If 3<sup>rd</sup> party reporting software is packaged with the application, state the product name and version.
3. Describe the interactive ad hoc reporting capabilities provided with the proposed solution.

G. Standardized Reports

In addition to user defined queries, the system shall also provide certain specific standardized reports. The system shall include a means to schedule automatic report generation. All reports should be able to be viewed on the screen and printed if desired by the user. Standard reports that shall be included with the system are:

**Data Reports:**

1. Monthly summary report - The monthly report should show the requested average value for each hour of the month with additional columns for daily averages, maximums and minimums, and monthly average, maximum and minimum values.
2. Daily summary report - The daily summary report should show all hourly averages for all parameters at a site for one day, with daily averages, and maximum and minimum values for each parameter.
3. Air Quality Index (AQI) Reports - This report should summarize the AQI values for each parameter, and the report should allow the user to request AQI values for one site or a group of sites.
4. Standards violation reports - This report should show any exceedances of an air quality standard, and should be selectable by one or more sites.
5. Maximum values reports - This report should show the maximum values for a site and parameter, up to a minimum of 10 values. The user should be able to select by site, averaging interval, and date range. The maximum values returned should display the date and time of occurrence.
6. Frequency distribution report - This report should show the distribution of data values as a percentage of the total number of collected values for a parameter. The user should be able to select the time period and the sites. There should be a minimum of 8 percentile categories, and the user should be able to change the percentiles as desired. The report should show additional summary information such as arithmetic mean and maximum and minimum values.



7. Concentration distribution report - This report should show the number of values by concentration range for a given pollutant and site for a selectable time period. The user should be able to change concentration ranges as desired.
8. Wind rose - This report should display both graphical and tabular representations of the frequency of wind speed and direction for a minimum of 16 cardinal directions. The user should be able to select by time period and site.

**Status Reports:**

1. Power failure report - This report should show power failures that occurred at one or more sites. The report should show the time the power went off, and when it was restored.
2. Line status changes report - This report should display any line status changes by site and parameter for a selected time period.
3. Alarms - This report should display any alarm conditions for a site and parameter for a selected time period.
4. Operator comments - This report should display any comments left by on-site personnel.
5. Control Charts for zero, span and precision (ZSP) data - This report should display a time-series graph of zero, span and precision data for a site and parameter. The y-axis scales and time periods should be configurable by the user.
6. ZSP reports - This report should display in tabular form any zero, span and precision points that were obtained during quality assurance checks for a parameter and site. The report should display the actual or set span and precision values and the indicated values, and should show the percent difference between the two values.
7. Graphical instrument diagnostic trend information - This report should display a graphical representation of diagnostic information over a user-selected time period for a site and parameter. Examples of diagnostic information include flows, intensities, pressures, and supply voltages.

H. Hardware Requirements

1. All hardware required for your proposed solution must be supplied as part of this contract. Define specific hardware provided with the system to include: upgraded data logging capabilities and needed redundancy to ensure maximum data capture.
2. All communication equipment must be provided by the contractor. Monthly communication service will be provided by DEQ.
3. Methods and best practices must be defined and documented for routine hardware maintenance and break-fix support.

## I. Software Security

The proposed system must provide effective security controls. Users and/or user groups must be granted unique access to the system according to their role/login. The proposed system must meet the minimum security standards of the Virginia Information Technologies Agency (VITA). The requirements can be found at: [http://www.vita.virginia.gov/uploadedFiles/Library/PSGs/IT Security Standard 501\\_01.pdf](http://www.vita.virginia.gov/uploadedFiles/Library/PSGs/IT_Security_Standard_501_01.pdf).

1. Describe user administration functions, how users are created, the use of roles and groups in assigning application functions, and data access rights to users.
2. Users and/or user groups must be granted unique access to the system according to their role/login.
3. Describe how user IDs are managed and the configuration alternatives for enforcing password policies. VITA requires applications to enforce strong passwords, of a minimum length, and regular password changes.
4. Describe how the proposed solution delivers security, including the ability to distribute access rights (i.e., read/write, views, add, update, delete) according to user and/or user group roles. Further describe how security can be granted by organization and/or geography, and the level of data detail to which security can be set (i.e., table, form, form section, field).
5. Provide a description and diagram of recommended physical and network security.
6. Describe how user access is controlled.
7. If the application uses user identification/sign-on security, are there any “as delivered” user IDs and passwords in the system? List them and describe their use.
8. Are there any vendor passwords in the application? List them and describe their use.
9. Can a user’s access rights be suspended if a user fails to identify correctly after a configurable set/number of attempts in any single session?
10. Does the application contain any “backdoor” access that can bypass security? If so, then describe.
11. Is user activity logging available?
12. What facility is available for producing reports from the above logging files?

J. Warranty/Maintenance/Support

The contractor must provide a maintenance and support contract which includes installation, implementation, and ongoing maintenance and support of the new Data Acquisition System, including all supplied hardware and software. This maintenance program shall include operating system upgrades and patches, and software upgrades and patches.

1. Describe maintenance program options including telephone support, hardware maintenance and upgrades, break-fix, problem prioritization, escalation procedures, and response time for hardware and software problems.
2. Maintenance and support of the system shall be provided during the initial contract installation and operation period, and may be renewed for up to four (4) successive one year periods.
3. Describe any hardware inventory needs that DEQ will need to maintain in order to properly support the proposed solution. Explain how the inventory will be maintained in terms of replacement schedules, and how it will be affected by ongoing warranty restrictions.
4. Describe any ongoing customer service or help desk support, the available times for such support, and the style of delivery for such services.
5. How are support calls tracked and resolved?
6. Discuss how you would make DEQ aware of potential problems, evaluate potential problems, and provide solutions.
7. Describe in detail your proposed plan to provide training for personnel in the Office of Air Quality Monitoring as well as for regional monitoring personnel.

K. Implementation Plan

1. Describe in detail the implementation methodology/approach recommended and associated costs in implementing your proposed solution. Provide any alternative implementation methodologies supported. Provide a model project implementation plan. The plan should include all relevant information concerning timelines, deliverables, estimated resource allocations, points of contact, duties and responsibilities of all proposed team members, staffing requirements of DEQ personnel including estimated time commitments, roles and responsibilities, and any other implementation plans or requirements as deemed appropriate. Describe how your proposed implementation staff will interact with DEQ technical resources.
2. The offeror will submit a transition plan along with their technical proposal. This will describe how data will be transferred to the new system, any reformatting of existing data that needs to be done, and how the data retrieval functions will be migrated from the old system to the new, with minimal data loss.

L. Consultant Services Requirements

DEQ may require consultant services as part of this contract. Services will be on a Time and Material basis at negotiated hourly rates.

1. Consulting services under this contract will be accomplished on a task order basis. Actual task orders will be provided with an accompanying Statement of Work (SOW). The SOW will be used to specifically define any services needed that are not otherwise available, and will only be used when needed. There is no guarantee as to the number of task orders that will be used under the contract.
2. Prior to the release of any task order, DEQ will discuss the scope of services, the deliverables, and projected timeline and completion date, etc., with the contractor to obtain a mutually agreeable proposal for services. Any task order and SOW issues under any contract resulting from this RFP would be required to include: 1) a fixed-price amount, 2) a timeline and completion date agreed upon by both parties, 3) the deliverables, 4) milestones, 5) acceptance and testing criteria, 6) control guidelines, 7) travel, and other criteria, along with date and signature of the contractor. The firm fixed-price task order must include: 1) the categories and hourly rates of each category as delineated in the contract, and the number of hours of each category, which will be used in the calculation of the sum for the task order proposal; and 2) all other additional expenses.

IV. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS:

A. GENERAL INSTRUCTIONS:

1. RFP Response: In order to be considered for selection, offerors must submit a complete response to this RFP. One (1) original and 5 copies of each proposal must be submitted to the issuing agency. No other distribution of the proposal shall be made by the offeror.
2. Proposal Preparation:
  - a. Proposals shall be signed by an authorized representative of the offeror. All information requested should be submitted. Failure to submit all information requested may result in the purchasing agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the purchasing agency. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
  - b. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

- c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross-references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
- d. As used in this RFP, the terms "must", "shall", "should" and "may" identify the criticality of requirements. "Must" and "shall" identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as "should" or "may" are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual "must" and "shall" items may not be fully satisfied, but it is the intent to satisfy most, if not all, "must" and "shall" requirements. The inability of an Offeror to satisfy a "must" or "shall" requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offerors' proposal.
- e. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
- f. Ownership of all data, materials, and documentation originated and prepared for the State pursuant to the RFP shall belong exclusively to the State and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the offeror must invoke the protections of § 2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item

prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the agency. This provides an opportunity for the offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The issuing agency will schedule the time and location of these presentations. Oral presentations are an option of the purchasing agency and may or may not be conducted.

B. SPECIFIC PROPOSAL INSTRUCTIONS: Proposals should be as thorough and detailed as possible so that the Department of Environmental Quality may properly evaluate your capabilities to provide the required goods/services. Offerors are required to submit the following items as a complete proposal:

1. RFP cover sheet and all addenda acknowledgments, if any, signed and filled out as required.
2. Offeror Data Sheet, included as an attachment to the RFP.
3. An Executive Summary providing an overview of the offeror's proposed solution, the names and experience of the personnel to be assigned to the project, a brief statement of the company's experience with similar projects, and a previous client listing with contact information including references for two clients that you have supported for at least two years. Resumes for the personnel assigned to the project should be provided as an attachment to the proposal.
4. An in-depth description of the offeror's proposed solution. This description should detail specific plans for providing the proposed services, hardware, and software as requested in the Statement of Needs.
5. A detailed pricing structure with unit prices, recommended quantities, total prices, recommended expansion options with prices (except for exclusions stated in Section III, A8 and A9), and all maintenance and service agreement costs. This information should also include how your license model works (i.e., a single user license or network license price, number of users that you are including in the presented price structure, are the users named users or concurrent users, etc.) In addition, the Pricing Schedule, Section XI of the RFP, must be completed.
6. Small Business Subcontracting Plan: Summarize the planned utilization of DMBE-certified small businesses which include businesses owned by women and minorities, when they have received DMBE small business certification, under the contract to be awarded as a result of this solicitation. Complete Attachment B.

V. **EVALUATION AND AWARD CRITERIA:**

- A. **EVALUATION CRITERIA:** Proposals shall be evaluated by the Department of Environmental Quality using the following criteria:

	<u>POINT VALUE</u>
1. Software: Stability of System; Adaptability to Diverse Storage & Reporting Demands	30
2. Data Acquisition System: Communication Protocol Support Capabilities; System Design & Implementation Plan; Service Plan & Maintenance Support; Training Support	20
3. Hardware: Compatibility with Existing AQM Capability; Flexibility & Ability to Add Functionality to System	10
4. Qualifications & Experience with Similar Projects	10
5. Price	10
6. Small Business Subcontracting Plan	<u>20</u>
TOTAL	100

- B. **AWARD OF CONTRACT:** Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia*, § 2.2-4359D). Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

**VI. REPORTING AND DELIVERY INSTRUCTIONS:**

- A. The contractor shall provide the following documentation and reports to the DEQ Contract Administrator for approval by the agency:
1. Project Scoping Document within 1 week of contract award
  2. Project Process Plan prior to system installation
  3. Task Completion Reports after each phase of installation
  4. Monthly Progress Reports during system installation
  5. Final Report within 2 weeks of completion of system installation

**VII. MANDATORY PREPROPOSAL CONFERENCE:** A mandatory preproposal conference will be held at 10:00 a.m. on March 3, 2010, at the Department of Environmental Quality, 2<sup>nd</sup> Floor Conference Room, 629 East Main Street, Richmond, VA, 23219. The purpose of this conference is to allow potential offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

Due to the importance of all offerors having a clear understanding of the specifications/scope of work and requirements of this solicitation, attendance at this conference will be a prerequisite for submitting a proposal. Proposals will only be accepted from those offerors who are represented at this preproposal conference. Attendance at the conference will be evidenced by the representative's signature on the attendance roster. No one will be admitted after 10:10 a.m.

Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

**VIII. GENERAL TERMS AND CONDITIONS:**

- A. **VENDORS MANUAL:** This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at [www.dgs.state.va.us/dps](http://www.dgs.state.va.us/dps) under "Manuals."
- B. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- C. **ANTI-DISCRIMINATION:** By submitting their proposal, offerors certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With



Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
  - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
  - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

**D. ETHICS IN PUBLIC CONTRACTING:** By submitting their proposals, offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

**E. IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and

services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

- F. **DEBARMENT STATUS:** By submitting their proposal, offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- G. **ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- H. **MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR RFPs:** Failure to submit a proposal on the official state form provided for that purpose shall be a cause for rejection of the proposal. Modification of or additions to any portion of the Request for Proposals may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal as nonresponsive. As a precondition to its acceptance, the Commonwealth may, in its sole discretion, request that the offeror withdraw or modify nonresponsive portions of a proposal which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.
- I. **CLARIFICATION OF TERMS:** If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.
- J. **PAYMENT:**
1. **To Prime Contractor:**
    - a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
    - b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.

- c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia*, § 2.2-4363).

2. To Subcontractors:

- a. A contractor awarded a contract under this solicitation is hereby obligated:
  - 1. To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
  - 2. To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.
- b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

3. Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.
  4. The Commonwealth of Virginia encourages contractors and subcontractors to accept electronic and credit card payments.
- K. PRECEDENCE OF TERMS:** The following General Terms and Conditions *VENDORS MANUAL*, APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS, CLARIFICATION OF TERMS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- L. QUALIFICATIONS OF OFFERORS:** The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services/furnish the goods and the offeror shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The Commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Commonwealth that such offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- M. TESTING AND INSPECTION:** The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- N. ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.
- O. CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:
1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.

2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
    - a. By mutual agreement between the parties in writing; or
    - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or
    - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.
- P. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
- Q. **TAXES:** Omitted.
- R. **USE OF BRAND NAMES:** Omitted.

S. **TRANSPORTATION AND PACKAGING:** Omitted.

T. **INSURANCE:** By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The offeror further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

**MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:**

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.
2. Employer's Liability - \$100,000.
3. Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
4. Automobile Liability - \$1,000,000 per occurrence. (Only used if motor vehicle is to be used in the contract.)

U. **ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract over \$50,000, as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA web site ([www.eva.virginia.gov](http://www.eva.virginia.gov)) for a minimum of 10 days.

V. **DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order

of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

**W. NONDISCRIMINATION OF CONTRACTORS:** A offeror or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

**X. eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION:** The eVA Internet electronic procurement solution, website portal [www.eVA.virginia.gov](http://www.eVA.virginia.gov), streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All offerors must register in eVA; failure to register will result in the proposal being rejected.

- a. eVA Basic Vendor Registration Service: \$25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, electronic bidding, and the ability to research historical procurement data available in the eVA purchase transaction data warehouse.
- b. eVA Premium Vendor Registration Service: \$25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments.
- c. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
- d. For orders issued August 16, 2006 and after, the Vendor Transaction Fee is:

- i. DMBE-certified Small Businesses: 1%, capped at \$500 per order.
  - ii. Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.
- Y. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- Z. **SET-ASIDES:** This solicitation is set-aside for DMBE-certified small business participation only when designated "SET-ASIDE FOR SMALL BUSINESSES" in the solicitation. DMBE-certified small businesses are those businesses that hold current small business certification from the Virginia Department of Minority Business Enterprise. This shall not exclude DMBE-certified women-owned and minority-owned businesses when they have received the DMBE small business certification. For purposes of award, offerors shall be deemed small businesses if and only if they are certified as such by DMBE on the due date for receipt of proposals.
- AA. **BID PRICE CURRENCY:** Unless stated otherwise in the solicitation, offerors shall state offer prices in U.S. dollars.

**IX. SPECIAL TERMS AND CONDITIONS:**

- A. **COMPLIANCE WITH INFORMATION TECHNOLOGY (IT) POLICIES AND STANDARDS:** The proposed solution must comply with all Commonwealth of Virginia IT Resource Management (ITRM) Policies and Standards. The Policies and Standards may be viewed at: <http://www.vita.virginia.gov/library/default.aspx?id=537>. Any resulting contract will not be awarded by DEQ until the project has received Development Approval from the Chief Information Officer of the Virginia Information Technologies Agency (VITA).
- B. **ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this proposal, no indication of such sales or services to the Department of Environmental Quality will be used in product literature or advertising. The contractor shall not state in any of its advertising or product literature that the Department of Environmental Quality has purchased or uses any of its products or services, and the contractor shall not include the Department of Environmental Quality in any client list in advertising and promotional materials.
- C. **AUDIT:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- D. **CANCELLATION OF CONTRACT:** The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other



party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

E. **FINAL INSPECTION:** At the conclusion of the work, the contractor shall demonstrate to the authorized owner's representative that the work is fully operational and in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the contractor at the contractor's sole expense prior to final acceptance of the work.

F. **IDENTIFICATION OF PROPOSAL ENVELOPE:** If a special envelope is not furnished, or if return in the special envelope is not possible, the signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

From: _____	<u>March 24, 2010</u>	<u>2:00 p.m.</u>
Name of Offeror	Due Date	Time
_____	<u>10-06-PJ</u>	
Street or Box Number	RFP No.	
_____	Data Acquisition System for	
City, State, Zip Code	<u>Air Quality Monitoring</u>	
	RFP Title	

Name of Contract Officer Patsy Jones

The envelope should be addressed as directed on Page 1 of the solicitation.

If a proposal not contained in the special envelope is mailed, the offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

G. **SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:**

A. It is the goal of the Commonwealth that 40% of its purchases be made from small businesses. This includes discretionary spending in prime contracts and subcontracts. All potential offerors are required to submit a Small Business Subcontracting Plan. Unless the offeror is registered as a DMBE-certified small business and where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such subcontracting opportunities to DMBE-certified small businesses. This shall not exclude DMBE-certified women-owned and minority-owned businesses when they have received DMBE small business certification. No offeror or subcontractor shall be considered a Small Business, a Women-Owned Business or a Minority-Owned Business unless certified as such by the Department of

Minority Business Enterprise (DMBE) by the due date for receipt of proposals. If small business subcontractors are used, the prime contractor agrees to report the use of small business subcontractors by providing the purchasing office at a minimum the following information: name of small business with the DMBE certification number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product/service provided.

- B. Each prime contractor who wins an award in which provision of a small business subcontracting plan is a condition of the award, shall deliver to the contracting agency or institution on a monthly basis, evidence of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the small business subcontracting plan. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm with the DMBE certification number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product or service provided. Payment(s) may be withheld until compliance with the plan is received and confirmed by the agency or institution. The agency or institution reserves the right to pursue other appropriate remedies to include, but not be limited to, termination for default.
- C. Each prime contractor who wins an award valued over \$200,000 shall deliver to the contracting agency or institution on a monthly basis, information on use of subcontractors that are not DMBE-certified small businesses. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm, phone number, total dollar amount subcontracted, and type of product or service provided.

H. **PRIME CONTRACTOR RESPONSIBILITIES:** The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.

I. **RENEWAL OF CONTRACT:** The maintenance and support of the Data Acquisition System may be renewed by the Commonwealth for four (4) successive one year periods under the terms and conditions of the original contract except as stated in 1. and 2. below. Price increases may be negotiated only at the time of renewal. Written notice of the Commonwealth's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.

- 1. If the Commonwealth elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original contract increased/decreased by

more than the percentage increase/decrease of the Services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

2. If during any subsequent renewal periods, the Commonwealth elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the Services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

**J. SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.

**K. WORK SITE DAMAGES:** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Commonwealth's satisfaction at the contractor's expense.

**L. eVA BUSINESS-TO-GOVERNMENT CONTRACTS AND ORDERS:** The solicitation/contract will result in one purchase order with the eVA transaction fee specified below assessed for each order.

- a. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
- b. For orders issued August 16, 2006 and after, the Vendor Transaction Fee is:
  - i. DMBE-certified Small Businesses: 1%, Capped at \$500 per order.
  - ii. Businesses that are not DMBE-certified Small Businesses: 1%, Capped at \$1,500 per order.

The eVA transaction fee will be assessed approximately 30 days after each purchase order is issued. Any adjustments (increases/decreases) will be handled through eVA change orders.

Internet electronic procurement solution, website portal [www.eva.virginia.gov](http://www.eva.virginia.gov), streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution.

- M. CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION:** The contractor assures that information and data obtained as to personal facts and circumstances related to clients will be collected and held confidential, during and following the term of this agreement, and will not be divulged without the individual's and the agency's written consent and only in accordance with federal law or the Code of Virginia. Contractors who utilize, access, or store personally identifiable information as part of the performance of a contract are required to safeguard this information and immediately notify the agency of any breach or suspected breach in the security of such information. Contractors shall allow the agency to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. Contractors and their employees working on this project may be required to sign a confidentiality statement.

**X. METHOD OF PAYMENT:**

- A. The contractor will have the option of submitting monthly or quarterly invoices.
- B. Invoices shall reference the contract number and fully detail the goods and services provided, including the identification of the applicable monitoring site(s).
- C. All invoices shall be sent to:
- Department of Environmental Quality  
Attn: Accounts Payable  
P.O. Box 1105  
Richmond, Virginia 23218
- D. The contractor will receive payment within thirty days of receipt of an acceptable invoice as approved by the DEQ Contract Administrator.

**XI. PRICING SCHEDULE:** Complete the following summary pricing schedule. You must also include a detailed pricing structure as requested in Section IV, B5.

Hardware	\$_____
Software	\$_____
Maintenance & Support	
Training & Materials	\$_____
Initial Contract Period	<u>Included in Proposal Price</u>
Renewal Year 1	\$_____
Renewal Year 2	\$_____
Renewal Year 3	\$_____
Renewal Year 4	\$_____
Labor & Installation	\$_____
Job Classification _____	
Hourly Rate \$ _____/Hour	
Other (Specify) _____	\$_____
<b>GRAND TOTAL</b>	<b>\$_____</b>

**XII. ATTACHMENTS:**

- A. **Offeror Data Sheet** - Offeror to provide contact information, number of years in business, and four (4) references.
- B. **Small Business Subcontracting Plan** - Offeror to document the firm's certification as a small business by the Department of Minority Business Enterprise (DMBE) or plans for utilizing DMBE-certified small businesses as subcontractors in the performance of this contract.
- C. **Map of Monitoring Sites** - Identifies the 24 monitoring sites in the Air Quality Monitoring network.

**ATTACHMENT A**  
**OFFEROR DATA SHEET**

Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in your proposal being scored lower.

1. Qualification: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.
2. Vendor's Primary Contact:  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_
3. Years in Business: Indicate the length of time you have been in business providing this type of good or service:  
\_\_\_\_\_ Years \_\_\_\_\_ Months
4. Vendor Information:  
eVA Vendor ID or DUNS Number: \_\_\_\_\_
5. Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods. Include the length of service and the name, address, and telephone number of the point of contact. **Note: At least two (2) of the references must be for clients you have supported for at least two (2) years.**
  - A. Company: \_\_\_\_\_ Contact: \_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_  
Project: \_\_\_\_\_  
Dates of Service: \_\_\_\_\_ \$ Value: \_\_\_\_\_
  - B. Company: \_\_\_\_\_ Contact: \_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_  
Project: \_\_\_\_\_  
Dates of Service: \_\_\_\_\_ \$ Value: \_\_\_\_\_
  - C. Company: \_\_\_\_\_ Contact: \_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_  
Project: \_\_\_\_\_  
Dates of Service: \_\_\_\_\_ \$ Value: \_\_\_\_\_
  - D. Company: \_\_\_\_\_ Contact: \_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_  
Project: \_\_\_\_\_  
Dates of Service: \_\_\_\_\_ \$ Value: \_\_\_\_\_

I certify the accuracy of this information.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

## ATTACHMENT B

### Small Business Subcontracting Plan

#### Definitions

**Small Business:** "Small business " means a business, independently owned or operated by one or more persons who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years.

**Women-Owned Business:** Women-owned business means a business concern that is at least 51% owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, and both the management and daily business operations are controlled by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law.

**Minority-Owned Business:** Minority-owned business means a business concern that is at least 51% owned by one or more minority individuals or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

**All small businesses must be certified by the Commonwealth of Virginia, Department of Minority Business Enterprise (DMBE) by the due date of the solicitation to participate in the SWAM program. Certification applications are available through DMBE online at [www.dmbv.virginia.gov](http://www.dmbv.virginia.gov) (Customer Service).**

**Offeror Name:** \_\_\_\_\_

**Preparer Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### Instructions

- A. If you are certified by the Department of Minority Business Enterprise (DMBE) as a small business, complete only Section A of this form. This shall not exclude DMBE-certified women-owned and minority-owned businesses when they have received DMBE small business certification.
- B. If you are not a DMBE-certified small business, complete Section B of this form. For the proposal to be considered and the offeror to be declared responsive, the offeror shall identify the portions of the contract that will be subcontracted to DMBE-certified small business in Section B.

#### Section A

If your firm is certified by the Department of Minority Business Enterprise (DMBE), are you certified as a (**check only one below**):

\_\_\_\_\_ Small Business

\_\_\_\_\_ Small and Women-owned Business

\_\_\_\_\_ Small and Minority-owned Business

Certification number: \_\_\_\_\_ Certification Date: \_\_\_\_\_

**Section B**

Populate the table below to show your firm's plans for utilization of DMBE-certified small businesses in the performance of this contract. This shall not exclude DMBE-certified women-owned and minority-owned businesses that have received the DMBE small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.

**B. Plans for Utilization of DMBE-Certified Small Businesses for this Procurement**

<b>Small Business Name &amp; Address</b>  <b>DMBE Certificate #</b>	<b>Status if Small Business is also: Women (W), Minority (M)</b>	<b>Contact Person, Telephone &amp; Email</b>	<b>Type of Goods and/or Services</b>	<b>Planned Involvement During Initial Period of the Contract</b>	<b>Planned Contract Dollars During Initial Period of the Contract</b>
<b>Totals \$</b>					



Attachment C

# 2010 Continuous Monitoring Stations

